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30.1 Reimbursements to Localities (non-HAVA)

The State Board of Elections is required to reimburse local governments for Compensation for the general registrar and the three electoral board members, as appropriated by the General Assembly. [§§ 24.2-111, 24.2-108](#).

The annual compensation for the registrars and the board members is set forth in the Appropriations Act.

The SBE Business Office annually establishes the authorized salaries of all general registrars and local electoral board members based on the local population, salary levels and criteria stated in the Appropriations Act. *Contact, fiscal@sbe.virginia.gov.*

Before July 1 of each year, authorized salary levels for the upcoming fiscal year are communicated to local finance offices and general registrars by way of a formal letter from the Business Manager. The Business Manager also produces an itemized schedule of projected payments to localities based on the established authorized salary levels. This schedule serves as a control for the Fiscal Office to check against when reviewing requests for reimbursements.

To initiate the reimbursement process, the State Board of Elections sends an Application for Reimbursement to each county/city fiscal department annually by the beginning of May. The appropriate local Fiscal Official completes and submits the Reimbursement Application form to the SBE Fiscal Office. The SBE Fiscal Office compares the compensation on the application to the schedule of projected expenditures for reasonableness. Any material variances are investigated and resolved. Once resolved,

the Fiscal Office approves the application and forwards it to the Fiscal Technician for entry into the Commonwealth Accounting and Reporting System (CARS). Any funds not needed for reimbursement at the end of the year revert back to the General Fund for the Commonwealth of Virginia.

The State Board of Elections Fiscal Technician monitors information released into CARS. Fiscal maintains a batch control log and will reconcile the batch control log to CARS monthly.

All reimbursements to localities for compensation of general registrars and electoral board members are recorded as Financial Assistance to Local Governments under expenditure object code 1431.

30.2 HAVA Expenditures Guidance

From time to time, SBE will announce HAVA funded programs available to the localities to assist with improving the administration of elections. In the past, HAVA funding was used to assist localities in the transition to electronic poll books. As these programs become available, SBE will announce the program initiatives, funding available and the instructions for localities to follow to assist them in obtaining grant monies.

30.2.1 Expenditures must be for HAVA purpose

Localities must certify that assets purchased solely with HAVA funds are to be used exclusively for HAVA-intended purposes. For expenditures that only partially benefit HAVA, only that portion which is allowable under HAVA regulations may be funded with HAVA funds.

30.2.2 Expenditures that Continue Established Programs

HAVA cannot be used to fund any program that the locality was already funding prior to the receipt of HAVA funds. If the cost of the program increases because of new federal requirements, then the locality shall continue to assume its previous funding level for the program. HAVA can fund only the amount of the increase.

30.2.3 Accessibility

SBE has applied for and received funding through grant programs. The Department of Health and Human Services (DHHS), offers grant opportunities. This funding is available to assist localities and to ensure that all polling places in Virginia are accessible to individuals with disabilities, the aging population and language minorities. The grant

has certain restrictions. For example, the monies cannot be used for construction or capital improvements unless extensive approval is received from the DHHS.

If you have questions about grant funding for accessibility, please contact SBE's accessibility coordinator. *See*, GREB 8.

30.3 Application Process

As SBE remains responsible for the use of these funds in compliance with HAVA, it must create a record sufficient to justify any expense. As funding opportunities are released, general registrars and electoral board members are encouraged to follow the instructions provided by SBE to ensure a timely and complete application.

30.4 Management of Federal Assets

Assets shall be used by the locality for the intended purposes as long as needed, whether or not the grant system continues to be supported by federal funds. When no longer needed for the original project, the equipment must be disposed of according to federal regulations.

Property records must be maintained and must include this information: a description of the property, a serial number or other identification number, the acquisition date, cost of the property, the location, and any ultimate disposition data including the date of disposal and sale price of the inventory.

For inventory of voting machines, please use the Configuration Management Database as indicated in the Voting Systems Security Policy, Standards, and Guidelines. For all other acquisitions, please use attached *HAVA Asset Inventory* form. A locality may use a separate form as long as all required information is present, and accompanied by a signed, original form that states "see attached."

Federal Asset Inventory				
Locality Name: _____			Locality Code: _____	
ID #	Asset Description	Cost	% HAVA Funded	Serial #
		Asset Location		Purchase Date
1	HP computer for use with VERIS system	\$1,000	90%	123-456-789
		Registrar's office, Locality X		03/01/06
2	See attached			
<p>I certify that the items described on this document have been obtained and managed in accordance with all relevant Federal and State laws and regulations. I recognize that assets purchased solely with HAVA funds must be used in accordance with all relevant Federal and State laws and regulations and may be used for HAVA purposes only.</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p>_____ Authorized Locality Signature</p> <p>_____ Printed Name / Position</p> </div> <div style="width: 45%;"> <p>_____ Date</p> </div> </div>				

A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.

When an asset acquired under HAVA is no longer needed for HAVA or other federal purposes, disposition of the equipment shall be made as follows:

- Items of equipment with a current per-unit fair market value of less than \$5,000 may be retained, sold, or otherwise disposed of with no further obligation to the SBE.
- Items of equipment with a current per-unit fair market value greater than \$5,000 may be retained, sold, or otherwise disposed and the SBE may have a right to proceeds resulting from the sale.

30.5 Records Retention and Maintenance

In all cases, localities are to maintain detailed records of all receipts, invoices, and documents related to the expenditure for a period of 5 years, and make them available to SBE or to state or federal auditors when requested.